

**TNI Policy Committee Meeting Summary
Friday August 7, 2015**

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2. Preview of Complaint #23

A complaint related to the NGAB program was filed at the end of conference in Chicago, with no prior conversation discussing any of the issues included. The substance of the complaint concerns whether the NGAB recognition can be conducted without it being a "core program" under the TNI Bylaws. Alfredo will speak with the submitter, and if that conversation does not explain the situation to the submitter's satisfaction, then the complaint will be handled in accordance with SOP 1-106, where Policy Committee is the appropriate group to receive the referral to handle it. This was a "heads-up" to committee members, that there may be future action needed.

3. Continued Discussion of Internal Audit Portion of QMP

Since the QMP review began in May, there have been interruptions for other priority issues as well as for conference, so the committee reviewed progress thus far. After the first discussion of internal audits, the summary document created by Ilona and the workgroup was incorporated into the QMP along with some other changes, but due to an oversight, that version never got sent to the full committee. The version with revisions to the Internal Audit section (§9.2) was distributed during the call.

The revised QMP includes a table that identifies, on a 5-year cycle, which programs should receive an external audit, in addition to the annual internal audits. Policy Committee should review the program areas identified and establish whether those are appropriate, and which aspects of the program operations should be reviewed. For instance, "Document Control and Recordkeeping" would apply to both the individual programs, the committees within those programs, and also to the overall organization. And particularly for the CSDP, which level of review should come first, the executive committee or the individual expert committees? Other core programs have only the executive committees.

The committee reviewed the concept of internal audits vs. external audits. Silky noted that internal and external audits done in a laboratory are based on the same criteria/standard. The external audit is a type of verification of the "what" the lab should already be checking. Alfredo commented that internal audits are usually rotated over a time period and an external audit looks at the totality at the time of the external audit.

The committee discussed where TNI has its greatest risks - CSDP and Financial. Databases such as the Fields of Proficiency Testing (FoPT) database are also an area of risk. CSDP already receives an external audit through ANSI and Finance is also externally audited. TNI's internal audit program can take advantage of these external audits. Jerry emailed a copy of the CSDP audit from ANSI. CSDP is evaluated every 3 years. The ANSI checklist should be taken into consideration when preparing an internal audit checklist for CSDP.

The Policy Committee would like to determine what core things should be part of every Program internal audit and then turn this list over to the Internal Audit Subcommittee to see if the items are included in the checklists already prepared and the checklists still in progress. A core list will also

be prepared for TNI Administrative Management. The subcommittee will then prepare the checklists for Program and Administrative Management review. The checklists will then go back to the Policy Committee after they receive their final update.

The meeting was closed at 12:30pm Eastern.

4. Next Meeting

Policy Committee will meet again on August 21, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will re-visit the complaint and then continue with the Internal Audit process for the draft final TNI Quality Management Plan. The Committee will prepare a list of core items that must be included in Program and Administrative Management internal audits.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org	Will continue to participate until QMP review is completed, at Chair's invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
81	Verify Board approval/adoption of QMP Appendices 1&2	Jerry	By final approval of QMP	Appendices 1 &2 updated to approved version.
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	
83	Take Committee comments on Pol 3-100 back to NELAP AC, for revision	Lynn -- verbal transmission	September 2015	
84	Transmit approval of Guidance Request to Advocacy Committee	Alfredo – likely verbal affirmation	July 2015	Note that Policy will review the final
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals
86	Contact submitter of Complaint #23	Alfredo	Week of August 10	8/14/15. Complaint will be handled per SOP 1-106

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making..." some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA